

# NPPSC ANNUAL TRAINING/ACTIVE DUTY TRAINING CHECKLIST

<b>NAME:</b>	<b>SSN:</b>	<b>CLERK'S NAME:</b>
<b>RATE:</b>	<b>COMMAND:</b>	<b>DETACH DATE:</b>
<b>CONTACT PHONE #:</b>		<b>CONTACT EMAIL:</b>
<b>AT/ADT 30 DAYS or LESS</b>		
<p><b>Member's Responsibility (Comply Items): PAY AND ALLOWANCES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Verify Dependency Data/Page 2 via NSIPS ESR within 180 days of reporting for AT/ADT.</li> </ul> <p><b>Command PASS Coordinator Responsibilities:</b> Provide PSD via TOPS:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of Endorsed Original Orders (Date and hour reported is required)</li> <li><input type="checkbox"/> Other Authorized Special/Incentive Pays Memorandum (if applicable)</li> </ul>	<p><b>FOR IRR MEMBERS ONLY - A certified copy of P602R by PERS-93 must be provided .</b></p> <p><b>Note:</b> IRR members are unable to update P602R in NSIPs because they have no CAC card. PERS-93 will provide the member a certified copy of P602R prior to reporting.</p>	
<b>AT/ADT 30 DAYS or MORE</b>		
<p><b>Member's Responsibility (Comply Items): PAY AND ALLOWANCES</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Verify Dependency Data/Page 2 via NSIPS ESR within 180 days of reporting for AT/ADT.</li> </ul> <p><u>ACCRUED LEAVE OPTION (Check Election)</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SELL</li> <li><input type="checkbox"/> CARRYOVER (Member must sign a Page 13 election to carryover unused leave). MPA 07/12 refers.</li> </ul> <p><b>Command PASS Coordinator Responsibilities:</b> Provide PSD via TOPS:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of Endorsed Original Orders (Date and hour reported is required)</li> <li><input type="checkbox"/> Provide PSD a DD Form 1561 for Family Separation Allowance (if applicable).</li> <li><input type="checkbox"/> Other Authorized Special/Incentive Pays Memorandum (if applicable)</li> <li><input type="checkbox"/> Page 13 (member's unused leave carryover election) if applicable</li> </ul>	<p><b>FOR IRR MEMBERS ONLY - A certified copy of P602R by PERS-93 must be provided.</b></p> <p><b>Note:</b> IRR members are unable to update P602R in NSIPs because they have no CAC card. PERS93 will provide the member a certified copy of P602R prior to reporting.</p>	
<p><b>REFERENCE: NAVY DJMS PTG PART 8 (RESERVES), CHAPTER 2, SECTION B</b>  <b>NPPSC Form revised (NOV 2012)</b>          Privacy Act of 1974 applies, it must be protected IAW DODINST 5400.11R and is 'For Official Use Only (FOUO)'. Any misuse or unauthorized disclosure may result in both civil or criminal penalties. <b>PRIVACY SENSITIVE</b></p>		

